



*RENEWABLE
ENERGY
PROGRAM*

CALIFORNIA
ENERGY
COMMISSION

SOLAR ENERGY PROGRAM ELEMENT GUIDEBOOK

SOLAR ENERGY AND DISTRIBUTED GENERATION GRANTS PROGRAM

Second Edition

COMMITTEE DRAFT REPORT

2001 DECEMBER
P500-01-010



Gray Davis, Governor

These guidelines were formally adopted by the California Energy Commission on April 18, 2001, pursuant to Public Resources Code section 25619, subdivision (d), and subsequently revised pursuant to this authority on January 9, 2002.

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SOLAR ENERGY PROGRAM ELEMENT GUIDEBOOK

SOLAR ENERGY AND DISTRIBUTED GENERATION GRANT PROGRAM

Introduction

This *Solar Energy Program Element Guidebook* is one of the three guidebooks that the California Energy Commission (Energy Commission) adopted to implement the Solar Energy and Distributed Generation Grant Program (Program) pursuant to Senate Bill 1345¹. It describes the eligibility requirements specific to solar energy systems and identifies eligible applicants, the types of eligible systems, the funding available, and specific administrative procedures for the Solar Energy Program Element.

The other two *Guidebooks* adopted to implement the Program are the *Overall Guidebook* and *Distributed Generation Program Element Guidebook*. The former describes how the Program will operate and be administered, and includes information and requirements that apply to the Program overall. The latter describes the eligibility requirements specific to distributed generation systems. Collectively, the three *Guidebooks* form the guidelines that govern the Solar Energy and Distributed Generation Grant Program.

To qualify for Program funding, solar energy systems must meet the requirements and specifications contained in both the *Overall Guidebook* and this *Solar Energy Program Element Guidebook*.

General Provisions

This portion of the guidelines for the Solar Energy and Distributed Generation Grant Program are adopted pursuant to Public Resources Code sections 25619, subdivision (d). The guidelines shall take effect immediately upon adoption by the ~~California Energy Commission~~ Energy Commission at a publicly noticed meeting with no less than 30 days public notice, and may be revised as specified in the *Overall Guidebook*. Nothing in these *Guidelines* shall be construed to abridge the powers or authority of the ~~California Energy Commission~~ Energy Commission or any Commission-designated committee as specified in Division 15 of the Public Resources Code, commencing with section 25000, or Division 2 of Title 20 of the California Code of Regulations, commencing with section 1001.

Definitions

¹ Stats. 2000, Ch. 537; codified in Public Resources Code sections 25619 and 25620.10.

- a) Eligible system cost - includes equipment, installation charges, and all components necessary to carry out the intended use of the eligible solar energy system if those components are an integral part of the system. In the case of a system that is leased, "cost" means the principal recovery portion of all lease payments scheduled to be made during the full term of the lease, which is the cost incurred by the taxpayer in acquiring the solar energy system, excluding interest charges and maintenance expenses.
- b) Eligible solar energy system - any new, previously unused solar energy device whose primary purpose is to provide for the collection, conversion, transfer, distribution, storage, or control of solar energy for water heating or electricity generation for ~~one or more~~ a one or more single family dwellings or separate business units, and that meets applicable standards and requirements imposed by state and local permitting authorities, including, but not limited to, the National Electric Code. Eligible solar energy systems for water heating purposes shall be certified by the Solar Rating and Certification Corporation (SRCC) or any other nationally recognized certification agency that certifies complete systems.

Major components of eligible solar energy systems for electricity generation shall be approved ~~listed~~ by a certified testing agency, such as the Underwriters Laboratory. Except as noted in ~~the~~ this *Solar Energy Program Element Guidebook*, an eligible solar energy system includes all components necessary to collect, convert, transfer, distribute, store, and control solar energy for water heating or electricity generation.

For the purposes of this definition, a single solar energy system serving an apartment complex comprised of six single-family dwellings is considered six eligible solar energy systems. A solar energy system does not include 1) wind energy devices that produce electricity or provide mechanical work, 2) additions to or augmentations of existing solar energy systems, or 3) a device that produces electricity for a structure unless the device is interconnected and operates in parallel with the electric transmission grid.

- c) Funding award - a rebate or other financial incentive awarded to an applicant under this Program.
- d) Installed - placed in a functionally operative state.
- e) Letter of intent - a document signed by a prospective purchaser and seller or lessee and lessor which describes the solar water heating system, battery backup system or generating equipment to be purchased or leased, ~~including~~ The letter of intent must describe the make and model of major equipment components, ~~and~~ - electrical output (if applicable), the purchaser or lessee's address, the location where the equipment is to be installed, and the terms of such purchase or lease, including the itemized costs of major components, any installation costs and total cost of the system, ~~cost of the equipment and location of installation~~, and ~~which~~

~~is-~~ may be subject to only limited conditions, such as the ability to secure a specified ~~Buydown-~~ rebate ~~level-~~ or rebate amount.

f) Program - Solar Energy and Distributed Generation Grant Program

g) Purchase Order - a document signed by the seller or lessor and purchaser or lessee and constituting a valid ~~offer~~ agreement between these parties, which identifies the solar water heating system, battery backup system or generating equipment to be purchased or leased~~-, including-~~ The purchase order must describe the make and model of major equipment components, ~~and-~~ electrical output (if applicable), the purchaser or lessee address~~-,~~ the location where the equipment is to be installed, the itemized cost of the major equipment components and any installation to the purchaser or lessee's address, and the payment terms and other conditions of the sale or lease~~-, and the length of time the offer will remain valid (e.g., six months from the date the purchase order is issued).-~~

h) Recipient - any eligible individual or entity receiving a funding award under this Program.

i) Separate business unit - any office, building, structure, or separable portion thereof that is separately supplied and metered with electricity from the California electrical grid and used for commercial, non-profit or governmental purposes. For the purposes of this definition, a single office building comprised of six separate units each of which is leased to a separate business entity and separately supplied and metered with electricity from the California electrical grid is considered six separate business units.

j) Single-family dwelling - any apartment, condominium, house, or other structure that is separately supplied and metered with electricity from the California electrical grid and is used primarily for habitation by one or more individuals. For the purposes of this definition, a duplex is considered two single-family dwellings and a 20-unit apartment complex is considered 20 single-family dwellings, provided each unit is separately supplied and metered with electricity.

Eligible Systems

The following types of solar energy systems shall be eligible for funding under the Program:

- Solar Domestic Water Heating Systems
- Solar Swimming Pool Heating Systems
- Battery Backup for Photovoltaic Systems

The specific requirement for each of these types of systems is separately addressed in the “Equipment Certification” section of this *Guidebook*. In addition, systems must meet the following general eligibility requirements:

- Systems must be installed and operated within the State and owned or leased by a California resident;
- Systems must be covered by a three-year warranty that protects against system defects in material, manufacture, or installation, as specified in the “Warranty” section of this *Guidebook*;
- Systems must be installed and operated in compliance with all applicable, laws, regulations, and standards, including environmental laws and local building codes and ordinances, as specified in the “System Installation” section of this *Guidebook*;
- Systems must be installed and placed in service after January 1, 2001.

Amount of Funding Awards

Unless otherwise specified in the applicable solicitation document issued pursuant to the *Overall Program Guidebook*, the maximum amount of funding available for a given type of system is as follows:

- | | |
|---|----------|
| • Solar Domestic Water Heating Systems | \$750.00 |
| • Solar Swimming Pool Heating Systems | \$250.00 |
| • Battery Backup for Photovoltaic Systems | \$750.00 |

Multi-unit Systems: ~~With the exception of solar swimming pool heating systems,~~ Single domestic water heating systems serving five (5) or more single family dwellings or separate business units (multi-unit systems) are eligible for the lesser of (a) 50 percent of the maximum amount available on a per dwelling/unit basis;²— or (b) 25 percent of total eligible system costs. Funding will be awarded to new, completed systems only and not for individual system components.

Allocation of Program Funds

The amount of Program funds allocated for a given type of eligible solar energy system shall be specified in the solicitation document issued pursuant to the *Overall Program Guidebook*, subject to the following limitations:

² For example, aAn eligible multi-unit solar domestic water heating system serving a six unit apartment complex and costing \$10,000 to purchase and install would be eligible for up to \$2250; [(\$750 x 6) x 50%]. This amount is less than the \$2500 [\$10,000 x 25%] the system would be eligible for under the 25% funding cap.

- No more than 20 percent of the funds allocated annually for solar energy systems may be used for solar swimming pool heating systems.
- No more than 20 percent of the funds allocated annually for solar energy systems may be used for battery backup for eligible photovoltaic systems.

Eligible Applicants

Purchasers, sellers, owner-builders, or owner-developers of eligible solar energy systems may apply for a funding award payment after the installation and final inspection of their systems or may apply for ~~request~~ a funding award reservation prior to the installation and final inspection of their system. ~~As specified in the Overall Program Guidebook, funding award reservations are only available to applicants that apply for three or more eligible systems (multiple systems), or for single systems serving three or more single family dwellings or separate business units (multi-unit systems), and allow the applicant to apply for funding in advance of the installation of their systems.~~

For the purposes of this *Guidebook* and accompanying forms, any reference to “purchaser” (or “customer”) shall apply equally to the lessee of an otherwise eligible system, and any reference to “seller” (or “retailer”) shall apply equally to the lessor of an otherwise eligible system.

Equipment Certification

Solar Domestic Water Heating Systems

Eligible solar energy systems for domestic water heating purposes shall be certified by the Solar Rating and Certification Corporation (SRCC) or any other nationally recognized certification agency that certifies complete systems.³ The SRCC is a non-profit entity that rates the performance of solar water heating systems and certifies that the system conforms to generally accepted design, engineering, and construction practices. Information about SRCC’s certification practices and procedures can be found at <<http://www.solar-rating.org>>.

SRCC maintains a document entitled *Directory of SRCC Certified Solar Collector and Water Heating System Ratings*. This document - short-titled *OG 300* - contains ratings for solar water heating systems using either gas or electric auxiliary. The *OG-300*

³ The Energy Commission is unaware of any other nationally recognized certification agencies that certify complete systems at this time. Energy Commission staff will continue to work with stakeholders to both expand the certification of systems not currently certified by SRCC and explore alternative certification procedures. The Energy Commission will revisit the certification requirements for complete systems, including the definition of a “nationally recognized certification agency,” when it is appropriate to do so.

listing indicates the thermal energy output of a variety of solar water heating systems based on a standard set of weather and sunlight conditions, and presents the information so that a comparison between the various system types and manufacturers can be made. Each OG-300 certified system has its energy production expressed in the form of a Solar Energy Factor (SEF). Solar water heating systems used for domestic water heating purposes shall be listed in OG-300 of the SRCC Directory, and shall have a minimum SEF of 1.4 for systems utilizing electric supplemental heaters and a minimum SEF of 0.8 for systems utilizing gas supplemental heaters in order to be eligible for a funding award under this Program. The SRCC Directory can be obtained free of charge from the SRCC office in Florida by contacting:

Solar Rating and Certification Corporation
C/o FSEC, 1679 Clearlake Road
Cocoa, FL 32922-5703
Voice (321) 638-1537
Fax (321) 638-1010
E-mail: srcc@fsec.ucf.edu

Solar Swimming Pool Heating Systems

For a solar swimming pool heating system to be eligible for a funding award under this program, the solar collectors used in the system must be rated by the Florida Solar Energy Center (FSEC) and appear in their listing of rated collectors and systems. The FSEC is affiliated with the University of Central Florida and rates the energy performance of solar swimming pool heating collectors and other solar systems. Solar swimming pool collector energy production ratings are published on the following Web Site: < <http://www.fsec.ucf.edu/Solar/TESTCERT/COLLECTR/Tprpool.htm> >.

The sizing of solar swimming pool heating systems is an important factor in achieving adequate system performance. For the purposes of this Program, solar collectors associated with solar pool heating systems shall make up an area of at least 50 percent of the square footage of the surface area of the swimming pool to be eligible for a funding award under this program.

Participants are encouraged to purchase and use pool covers as part of their solar pool heating system.

Battery Backup for Photovoltaic Systems

Photovoltaic (PV) systems for which battery backup system funding is requested must have been placed in service, (installed and operational), on or after ~~September~~ January 1, 1998, and meet the specifications and requirements for PV systems eligible for funding under the Energy Commission's Emerging Renewables Buydown Program.

Eligible battery backup or electricity storage systems for PV electricity generating systems must meet the following specifications:

~~1) Batteries must be manufactured by the ISO 9000/9001⁴ Qualified Companies only. (International Organization for Standardization).~~

~~2) Batteries~~ Battery backup systems [including the battery(s)] must have at least a ~~3~~ Three-Year Full Warranty.

~~2~~ 3) Deep Cycle batteries, including Valve-Regulated Lead Acid (VRLA) and Flooded Cell batteries shall be acceptable as long as the battery meets the minimum requirements.

4) Adequate venting must be provided.

5) Batteries must be approved by Underwriters Laboratories (UL), or other certified testing agency.

6) Battery installations must conform to the 1999 National Electrical Code.

7) Batteries must provide a minimum of ~~500~~300 discharge cycles to 80 percent depth of discharge (DOD).

8) New batteries only (no rebuilt or re-conditioned batteries).

9) Be interconnected and operated in parallel with the electric transmission grid of the electric utility serving the customer. The interconnection must comply with any applicable electrical codes and interconnection requirements.⁵

Only battery backup system with batteries meeting the Commission's specifications will be approved for funding.

The Energy Commission maintains a List of Approved Batteries, posted on the web site at <http://www.consumerenergycenter.org/solaranddg/certified_batteries.html> All battery applicants must provide the battery manufacturer name and model number on their application. —For batteries not listed on the Energy Commission's List of Approved Batteries, the following additional information must be provided: ~~9) Batteries specification sheets must be provided with bill of sale (proof of purchase) and include, at a minimum, documentation of:~~

~~—battery capacities (in ampere hours and kilowatt hours) at 20 hour, 8 hour, and 2 hour rates to 1.75 Volts per cell,~~

- Nominal battery voltage
- Battery capacity in ampere-hours at 20-hour rate,
- ~~C~~ycle life (to 80 percent DOD),
- ~~W~~arranty policies,
- ~~D~~isposal and recycle guidelines,
- ~~R~~ecommended charge and float rates (amps and volts).

The funding award may offset the cost of batteries, battery cables, disconnects, overcurrent protection, interconnects, enclosures, and installation for the battery system. The maximum rebate amount per battery system is \$250 per kilowatt-hour (at a 20-hour rate) or \$750 total, whichever amount is less.

⁴ ~~Internal Organization for Standardization (ISO)~~

⁵ The delivery, or ability to deliver, any portion of the system's electrical output into the electric transmission grid is not required.

~~The maximum rebate amount per battery system is \$250 per kilowatt-hour (at a 20-hour rate) or \$750 total, whichever amount is less.~~

Photovoltaic Systems

Photovoltaic systems are not eligible for funding under this Program, but are eligible for funding under the Commission's Emerging Renewable Buydown Program pursuant to Public Utilities Code section 383.5, subdivision (d). For information on the Emerging Renewable Buydown Program see the Commission's *Guidebook for the Renewable Energy Program, Volume 3 – Emerging Renewable Resources Account*, publication number P500-01-013V3~~008V3~~, or visit the Commission's Web Site at www.consumerenergycenter.org/buydownenergy-ca.gov/renewables.

Eligible System Costs

Program funding can be used to offset all of the costs associated with purchasing and installing an eligible solar energy system as noted below.

Solar Domestic Water Heating Systems

All costs associated with purchasing and installing eligible solar domestic water heating systems are eligible to be offset by Program funding, up to \$750.00 per system. These costs include collector panels, tanks, pumps, valves, piping, and necessary hardware.

Solar Swimming Pool Heating Systems

All costs associated with purchasing and installing eligible solar swimming pool heating systems are eligible to be offset by Program funding, up to \$250.00 per system. These costs include collector panels, pump, filter, valves, piping, pool cover and necessary hardware.

Battery Backup for Photovoltaic Systems

All costs associated with purchasing and installing battery storage for PV systems (see Equipment Certification section) are eligible to be offset by Program funding, up to \$750.00 per system. Note, the ~~California Energy Commission~~ Energy Commission's Emerging Buydown Program provides funding to offset the cost of the PV cells, modules, mounting or tracking structures, wiring, inverters, foundation (for free-standing systems), and utility required interconnection equipment. However, funding under the Emerging Buydown Program does not cover the battery back-up systems for a PV system. Funding under this Program may be used by funding recipients of the Buydown Program to purchase battery backup systems so that their PV systems can be used to provide energy in the event of a power outage. Battery backup system equipment must be clearly itemized on final sales invoice, purchase order or letter of intent.

Financial Incentives from Other Sources

Funding award payments are independent of other incentive funds available from either state or federal sources, except for grant programs administered by the ~~California Energy Commission~~ Energy Commission. Solar energy systems that produce electricity and receive funding from other programs administered by the ~~California Energy Commission~~ Energy Commission are not eligible for funding under this Program, with one exception. A photovoltaic electricity generating system may receive funding from the Emerging Buydown Program and receive funding from this Program for the PV system's battery backup components.

Systems Installation

All systems must be installed by appropriately licensed California contractors as noted below, with one exception. The owner of a single-family dwelling may install a system on his or her single-family dwelling even though he or she is not a licensed contractor by the Contractors' State License Board. All systems must be installed in conformance with the manufacturer's specifications and warranty requirements and in compliance with all applicable laws, regulations, and standards, including environmental laws and local building codes and ordinances. If your system's installation is exempt from the permitting requirements of your local building department or jurisdiction, applicants must provide a letter from the your building department or jurisdiction verifying the exemption.

Solar Domestic Water Heating and Solar Swimming Pool Heating Systems:

- Contractors must possess, or employ subcontractors who possess, a Class "A", "B", C-46, or C-53 license.

Battery Backup for Photovoltaic:

- Contractors must possess, or employ subcontractors who possess, a Class "A", "B", C-10, or C-46 license.

Warranties

All systems receiving Program funding must be covered by a three-year warranty that protects against system defects in material, manufacture, and installation as provided herein. The warranty must cover all of the components of the solar energy system whose cost may be offset by Program funding. The warranty shall cover the full cost of repair or replacement of defective components or systems. Where the system retailer is also the installer or professionally contracts for the installation, the warranty must also cover labor costs to remove and reinstall defective components or systems.

There are three basic categories of warranties acceptable under this Program.

Full warranty, Option #1: The retailer sells and installs the system or has the system installed by a licensed contractor. The retailer should provide the customer a full and complete three-year warranty on all parts and labor as defined by federal statute. This type of warranty covers all of the components of the system whose cost may be offset by Program funding, as well as the full cost to repair or replace defective system components, including the labor and handling costs.

Full warranty, Option #2: Retailer sells complete system to customer, who in turn contracts with a licensed contractor for the system's installation. In this case the customer should get the same warranty coverage as Option #1, but from two sources. One warranty is from the retailer who warrants the system and system components for three years. The second warranty is from the licensed contractor, covering the quality of the installation for three years.

Limited warranty: Customer purchases system or system components or both, from one or more retailers and installs the system without a licensed contractor. The retailer must provide a three-year limited warranty covering only the major components of the system sold by that retailer. The retailer should be prepared to provide the customer with replacement equipment, i.e., new or repaired equipment. The retailer would not be responsible for warranting the labor or handling costs of removing and replacing equipment. Thus, the customer would have to bear the costs to remove and replace equipment.

Application Process

Eligible a Applicants may apply for a funding award payment once their eligible system is installed and operating, or they may apply for a funding award reservation before the installation of their system. ~~As noted earlier, only applications for multiple systems or multi-unit systems are eligible for funding award reservations.~~

To apply for a funding award payment or a funding award reservation, applicants must submit a completed CEC-1345-A-SE, Payment Application Form, or a CEC-1345-B-SE, Reservation Request Form, respectively, to the ~~California Energy Commission~~ Energy Commission as specified in the solicitation document issued pursuant to the *Overall Program Guidebook*. **The forms must be legible and complete when submitted and must be accompanied by all required documentation. Incomplete applications will be returned to the applicant within 15 days of receipt. An applicant may resubmit a complete application with the required information before the expiration of the solicitation.**

An individual (purchaser, retailer or installer) may apply for several funding awards or funding award reservations separately, unless indicated otherwise in the solicitation

document. For example, separate applications may be made for a solar domestic water heating system, a solar swimming pool heating system and battery backup for a PV system, all at the same location. ~~Multiple-a~~

- Applications for multiple eligible systems at the same- location must identify ~~or~~and reference all ~~other~~ applications at that location.
- Applications for multiple eligible systems to be installed individually at different locations must provide a listing that identifies the occupant and address of each single-family dwelling or separate business unit where systems are installed.
- Applications for multi-unit systems – single domestic water heating systems serving 5 or more single family dwellings or separate business units – must provide a listing that identifies the occupant and address of each unit served.

If an owner-builder or owner-developer of a single-family dwelling installs an eligible solar energy system on a dwelling and elects not to apply for a funding award payment or funding award reservation for the system, the purchaser of the dwelling may apply for a funding award by submitting a completed CEC-1345-A-SE form along with the supporting documentation. This form must be submitted as specified in the solicitation document and before Program funds are exhausted. Complete applications~~;~~ will be processed on a first-come, first-serve basis.

See the “Forms and Instructions” section in this *Guidebook* for instructions on completing the CEC-1345-A-SE and CEC-1345-B-SE forms and a description of the supporting documentation that must be submitted with each application~~of these forms~~.

Evaluation and Award Process

Applications for funding award payment and funding award reservations under this Program will be evaluated and processed on a first-come, first-serve basis as specified in the *Overall Guidebook*. Applicants who apply for a funding award payment and submit a completed CEC-1345-A-SE form with all supporting documentation verifying the installation of an eligible system will be paid within 45 days of receipt of the application, provided that Program funds have not been exhausted. Applicants who apply for a funding award reservation and submit a completed CEC-1345-B-SE form with all supporting documentation verifying an eligible system will be sent a Reservation Confirmation on the CEC-1345-C, Reservation Confirmation, Funding Award Claim, and Reservation Payment Assignment Form. The Reservation Confirmation will be issued within 45 days of receipt of a complete~~the~~ application, provided funds have not been exhausted. The Reservation Confirmation portion will identify the applicant’s system, the amount of funds reserved for the system, and the reservation period (i.e., the time period in which the applicant must install the system and request payment.)

Claiming a Funding Award Reservation

To claim a funding award reservation payment, the applicant must complete the Funding Award Claim portion of the original CEC-1345-C form and submit this form along with supporting documentation verifying the installation of the system prior to the expiration of the reservation period. The ~~California Energy Commission~~ Energy Commission will process payment for the funding award reservation on a first-come, first-serve basis within 45 days of receipt of the original CEC-1345-C form.

See the “Forms and Instructions” section in this *Guidebook* for instructions on completing the CEC-1345-C form and a description of the supporting documentation that must be submitted with the form.

Assignment of Funding Award

Applicants who have been issued a funding award reservation may assign their right to receive the funding award payment to a third party by completing the Reservation Payment Assignment portion of the CEC-1345-C form and submitting this form once the reserved system has been installed. Within 45 days of receipt of this form and supporting documentation, the ~~California Energy Commission~~ Energy Commission will process payment for the third party, provided the form has been submitted before the reservation period expires.

See the “Forms and Instructions” section in this *Guidebook* for instructions on completing the CEC-1345-SE-C form and a description of the supporting documentation that must be submitted with the form.

Forms and Instructions

Blank application forms and detailed instructions for completing an application are provided below for the following forms:

- CEC-1345-A-SE, Payment Application Form
- CEC-1345-B-SE, Reservation Request Form
- CEC-1345-C, Reservation Confirmation, Funding Award Claim, and Reservation Payment Assignment Form
- STD 204, Vendor Data Record Form

How to Apply for a Funding Award Payment

Eligible applicants can apply for an immediate funding award payment for eligible solar energy or battery backup systems already purchased and installed by completing the CEC-1345-A-SE, Payment Application Form, and submitting this with all required attachments to the ~~California Energy Commission~~ Energy Commission.

Instructions for Completing CEC-1345-A-SE, Payment Application Form

Payee Designation

- Check the appropriate box to indicate whether the funding award payment should be sent to the retailer (seller or supplier) or purchaser (owner) of the eligible system. An owner-builder or owner-developer is considered a purchaser.
- Check box to indicate whether a STD 204 Vendor Data Record form is being provided. The STD 204 form needs to be filled out by the party that will be receiving the funding award payment. If the retailer is to receive the funding award payment, this form should contain the information pertaining to the retailer. If the purchaser is to receive the funding award payment, this form should contain the information pertaining to the purchaser. **The STD 204 form must be on file with the Commission before any funding award payment can be made under this program.** A copy of the STD 204 form and instructions for completing it are included in this *Guidebook*.

NOTE: If you have previously submitted a STD 204 form and have been assigned a Payee ID # by the Energy Commission, please enter the previously assigned Payee ID # in the appropriate space below.

Payee I.D. Number

~~—Every retailer (or purchaser, if the purchaser will be receiving the funding award payment) must have a Payee I.D. Number (#) assigned to them before a funding award payment can be made under this program.~~

~~If this is the first Payment Application or Reservation Request Form you are submitting, a Payee I.D. # will be assigned to you by the Commission to track your payment. Leave Payee I.D.# blank.~~

~~—If this is the first Payment Application or Reservation Request Form you are submitting, please also submit a Vendor Data Record Form (STD. 204), a copy of which is included in this *Guidebook*.~~

~~—The State of California requires that all parties entering into business transactions that may lead to payment(s) from the State provide their Taxpayer Identification Number (TIN) as required by the State Revenue and Taxation Code, Section 48646, and Internal Revenue Code, Section 6109. Form STD 204 must be on file with the Commission before any payments can be made. If you have any questions about this form, please contact the Franchise Tax Board at 1-800-852-5711.~~

Section 1. Retailer

- If the retailer will be receiving the funding award payment and has been previously assigned a Payee I.D. # by the Commission, enter it at the top of Section 1. If this is the first Payment Application or Reservation Request Form you are submitting, a Payee I.D. # will be assigned to you by the Energy Commission to track your payment. Leave Payee I.D.# blank and attach a completed STD 204, Vendor Data Record form.

- Provide the name, address and business phone number of the retailer (seller) or lessor of the system. Please include a telefax number (or eE-mail address) for faster resolution of questions regarding your application.
- If the purchaser (customer) is requesting the funding award be paid to the purchaser rather than to the retailer, the purchaser may enter the retailer's name, address, and phone numbers in Section 1.
- If the purchaser is buying system components from more than one retailer, write in the words "multiple retailers" in the space for "name."
- Where the retailer is also installing the eligible system, enter the State Contractor's license class and number of the installing contractor.

Section 2. Installer (if different from retailer)

- Provide the system installer's name, if different from the retailer, and the State Contractor license class and number of the installing contractor. See the "System Installation" section of this *Guidebook* to be sure that the installer has the appropriate contractor license class.
- If the purchaser intends to install the system, write "Owner Install" in the space provided for the contractor's license class and number.

Section 3. Purchaser

- If the purchaser is to receive the funding award payment, the purchaser's Payee I.D. #Number should be entered at the top of Section 3. If this is the first Payment Application or Reservation Request Form you are submitting, a Payee I.D. # will be assigned to you by the Commission to track your payment. Leave Payee I.D.# blank and attach a completed STD 204, Vendor Data Record form.
- Provide the name, address and daytime phone number of the purchaser or lessee of the system. Please include a telefax number (or eE-mail address) for faster resolution of questions regarding your application.
- Provide the street address or other description of the physical location where the system has been installed, if different from the mailing address.
- Write the name of the ~~utility or electricity~~ electric utility ~~service~~ provider who currently provides electrical distribution and metering services to the site where the system has been installed. Attach a copy of the most recent monthly statement or bill (portion showing the customer name and address) verifying electrical service to the system location.

~~Check box if the application is for a multi-unit system. If application is for a multi-unit system, enter the number of single family dwellings or separate business units served by the single system and attach a list of residents and respective addresses of units served.~~

Section 4. Solar Water Heating Systems

- Check whether the application is for a domestic water heating system or swimming pool heating system.

For Domestic Water Heating Systems:

- Enter the manufacturer's name, system name, and model number.

- Enter the number of systems (same model) installed at the location identified.
- Check box to indicate that the system has been ~~rated~~ certified OG-300 by the SRCC and enter rating (SEF number) in space provided. ~~, or identify other nationally recognized certification agency that certifies complete systems and comparable rating factor.~~ - Only complete systems that have been certified by the SRCC or other nationally recognized certification agency are eligible for funding under this Program. (See the “Equipment Certification” section of this *Guidebook*.)

For Solar Swimming Pool Heating Systems:

- Enter the system manufacturer name, system name (if applicable) and model number.
- Check box to indicate whether the system appears in the FSEC listing of certified pool collectors. Only systems that have been certified by the SRCC, FSEC or other nationally recognized certification agency are eligible for funding under this program. (See the “Equipment Certification” section of this *Guidebook* ~~—Check box to indicate whether the system appears in the FSEC listing of rated systems or identify another nationally recognized certification agency that certifies complete systems.~~.)
- Enter the **number of systems installed** for which payment is being requested in the space provided.
- Check box if the application is for a **multi-unit system**. If application is for a multi-unit system, enter the number of single family dwellings or separate business units served by the single system and attach a list of the occupants and respective addresses of the units served.

Section 5. Battery Backup for Photovoltaic Systems

~~—Eligible battery backup systems and major components must meet the equipment certification, installation and warranty specifications listed in the preceding sections of this *Guidebook*.~~

~~—Enter the type of battery (Deep Cycle, VRLA, Flooded Cell, etc.), battery manufacturer name and model number, and number of same-type batteries comprising the battery backup system.~~

- Check box to indicate ~~whether the battery is listed on the Energy Commission’s List of Approved Batteries,~~

~~OR UL-listed or approved by another certified testing agency. If it is the latter, write the name of the certified testing agency in the space provided.~~

- Check box to indicate if the battery is **not** on the Energy Commission’s List of Approved Batteries. If the batteries used in the battery backup system are not on this list, provide the following information on a separate attachment:
 1. Nominal battery voltage
 2. Battery capacity in ampere-hours at 20-hour rate
 3. Cycle life (to 80 percent DOD)

4. Warranty policies
5. Disposal and recycle guidelines
6. Recommended charge and float rates (amps and volts)

Section 6. System Cost

- Total~~Cost of~~ System Cost: Enter the total purchase price of the complete system, including all costs associated with purchasing and installing the ~~eligible~~-solar energy system on the line next to Cost of System. Do not deduct any amount you expect to receive from this or any other California Energy Commission funding award program.
- ~~Eligible Costs: See the "Eligible Costs" section of this Guidebook for a listing of purchase and installation costs that may be offset by a funding award payment.~~ Attach a copy of the final purchase invoice sufficiently itemized to identify system component and installation costs eligible for program funds, or attach an itemized list of eligible component costs and installation charges consistent with the final purchase invoice.
- Eligible System Cost: Enter the total of eligible system costs identified on the invoice or otherwise itemized on the line next to Eligible System Cost. The "Eligible Costs" section of this *Guidebook* provides a listing of purchase and installation costs that may be offset by a funding award payment. -Do not deduct any amount you expect to receive under this or any other ~~Commission~~Energy Commission funding program.
- Funding Award Payment: The Energy Commission will determine the amount of the funding award payment your system is eligible to receive based on the information provided on this form and the supporting documentation submitted with the form. This amount will be paid to the payee designated in Section 1. You may, however, wish to enter (on the line labeled "Funding Award Payment") the amount of funding award you are anticipating based on the available funding award level, caps on funding award amounts, the eligible costs of your system and the number of systems installed at your location.

~~—Funding Award Payment: The Energy Commission will determine the amount of the funding award payment your system is eligible to receive based on the information provided on this form and the supporting documentation submitted with the form. This amount will be paid to the payee designated in Section 1. You may, however, wish to enter (on the line labeled "Funding Award Payment") the amount of funding award you are anticipating based on the available funding award level, caps on funding award amounts, the eligible costs of your system and the number of systems installed at your location.~~

Note: For multi-unit system applications - single solar water heating systems serving 5 or more single family dwellings or separate business units — or applications for multiple systems at one or more locations, you may enter ~~calculate~~ the expected maximum funding award payment . ~~by~~ See the "Amount of Funding Awards" section of this *Guidebook*.

Section 7. Other Program Funding

Indicate whether the retailer or purchaser (including an owner-builder or owner-developer) has previously applied for funding or received rebates from this or any other **Commission** Energy Commission programs, such as the Emerging Renewables Buydown Program. If yes, identify the funding award program, funding amount received or reservation amount requested on separate sheet attached to this application.

Supporting Documentation

~~Copies of the following must be submitted with the completed CEC-1345-C form.~~

- ~~1. A copy of the building permit required for the installation of the system which shows the final inspection sign-off must also be submitted with this form. The name and address on the building permit must match that shown on the Reservation Confirmation previously granted for this system and sent to the applicant.~~
- ~~2. A copy of the final sales invoice showing actual price paid by the purchaser for the installed system must accompany this form. If the itemized costs indicated in the final purchase invoice are different than those shown on any purchase order or letter of intent previously submitted with a Reservation Request Form, please explain the difference. Actual price paid for eligible system components or installation may affect the calculation of the funding award amount.~~
- ~~3. A copy of a recent utility bill for electrical distribution service to the address of the installed system must also be submitted with this form to verify electrical service and grid interconnection at the premises of the installation.~~

Proof of Warranty

~~All applicants applying for payment must submit written proof of at least a three-year warranty with the completed CEC-1345-A-SE. For systems installed by a licensed contractor, the warranty must be a full warranty, as defined by federal statute, for the entire system. For systems not installed by a licensed contractor, i.e., owner-installers, the warranty must be at least a limited warranty, as defined by federal statute, for the major components of the system. See the "Warranties" section of this Guidebook for the three types of warranties acceptable under this Program. The proof of warranty must be attached to all applicable forms, as required.~~

Declaration

Both the retailer and the purchaser should carefully read the Declaration section and both must sign and date this section. If the purchaser is requesting the funding award payment directly, only the purchaser portion of the Declaration needs to be filled out.

Submitting a Payment Application Form

Once an eligible system has been purchased and installed, the Payment Application Form (CEC-1345-A-SE), along with all required and supporting documentation, can be submitted to the ~~California Energy Commission~~ Energy Commission. **It is preferred and suggested that the form be delivered by FAX to (916) 653-9662.** If sent by mail, it should be addressed to:

Solar Energy and Distributed Generation Grant Program
California Energy Commission, Accounting Office
1516 ~~-9th~~ Ninth Street, MS-2
Sacramento, CA 95814-5512

To be accepted, and processed, the form and application **must** be complete. ~~and accompanied by a copy of the final purchase invoice, proof of warranty, proof of utility grid interconnection (such as a copy of the most recent monthly electricity statement), STD 204 (Vendor Data Record) and building permit required for the installation of the system showing the final inspection sign-off for the system.~~

A complete application must have the following items submitted with the completed CEC-1345-A-SE as supporting documentation:

1. A copy of the building permit required for the installation of the system, which shows the final inspection sign-off must be submitted. The name and address on the building permit must match that shown on the Payment Application or the Reservation Confirmation previously granted for this system and sent to the applicant. If the system's installation is exempt from the permitting requirements of your local building department or jurisdiction, you must provide a letter from your local building department or jurisdiction verifying the exemption.
2. A copy of the final sales invoice showing actual price paid by the purchaser for the installed system must be submitted. Eligible systems and/or major components must be clearly identified and itemized. Actual price paid for an eligible system, components or installation may affect the calculation of the funding award amount.
3. A copy of a recent utility bill for electricity service to the address of the installed system must also be submitted to verify electrical service and grid interconnection at the premises of the installation.
4. Written proof of at least a three-year warranty must be submitted with the completed Payment Application Form. For systems installed by a licensed contractor, the warranty must be a full warranty, as defined by federal statute, for the entire system. For systems not installed by a licensed contractor, i.e., owner-installers, the warranty must be at least a limited three-year warranty, as defined by federal statute, for the major components of the system. See the "Warranties" section of this *Guidebook* for the three types of warranties acceptable under this Program.

5. A copy of a completed and signed Vendor Date Record (Std. 204 Form) for the payee designated on the Payment Application Form, if needed.
6. For multiple systems or multi-unit system applications, a listing identifying each single family dwelling and/or separate business unit address and current occupant must also be submitted.

The ~~Energy Commission~~ Energy Commission will promptly review the application for completeness and ~~the~~ eligibility of the proposed system and applicant. Accepted applications will be processed on a first-come, first-served basis.

The Payment Application Form will not be processed if it is not complete, legible, ~~or~~ and accompanied by the supporting documentation. Incomplete applications will be returned to the applicants within 15 days of receipt. ~~In this case the Commission will request the needed information in order to process the application and will provide the submitting party 15 days in which to respond with the information. If the information is not submitted within this time the Payment Application Form will be returned to the submitting party and not processed further unless resubmitted with~~ An applicant may resubmit a complete application with the required information **before** expiration of the solicitation. No funding award money will be encumbered or payment made until the ~~Energy Commission~~ Energy Commission receives all documentation required ~~in~~ for a complete ~~the~~ application ~~form~~.

If the payment is approved, the ~~Commission~~ Energy Commission will send the payment to the payee designated on the CEC-1345-A-SE.

How to Request a Funding Award Reservation

Sellers and purchasers of ~~multiple~~ solar energy systems may want to be certain of the amount of the funding award payment they will be receiving before ordering and installing the system equipment. Eligible applicants can apply and reserve a funding award for eligible solar energy systems prior to installation by completing the CEC-1345-B-SE, Reservation Request Form, and submitting the form along with all supporting documentation ~~with all required attachments~~ to the ~~California Energy Commission~~ Energy Commission. You must submit a completed CEC-1345C-B-SE form to reserve a specified and certain funding award ~~amount~~ amount ~~[associated with a valid purchase order or letter of intent. for (or) when an order is placed to purchase] for multiple systems or a multi-unit system serving three or more units.~~ A copy of the CEC-1345-B-SE form is included in this *Guidebook*.

Instructions for Completing CEC-1345-B-SE, Reservation Request Form

This form includes most of the same information as required in CEC-1345-A-SE but is only for applicants seeking to reserve funding for one or more eligible ~~multiple systems~~

~~or multi-unit~~ systems. For multi-unit system applications, ~~Some~~ additional System Cost calculations may be ~~unique to this Program's funding award reservation process~~ are required in order to calculate the Funding Award Payment.

For **Section 1.** through **Section 5.** see the instructions above for completing the CEC-1345-A-SE form.

Section 6. System Cost

~~The maximum funding award payment for eligible solar domestic water heating systems is \$750. Enter the maximum payment amount or the total Eligible System Cost, which ever is less.~~

~~Single systems serving five or more single family dwellings or separate business units (multi-unit systems) are eligible for 50 percent of the maximum amount available on a per dwelling/unit basis. For example, an eligible multi-unit system serving five separate business units within an office building would be eligible for up to \$1,875: $[(\$750 \times 5) \times 50\%]$. This assumes that the system's cost totals \$3,750 or more.~~

- **Total System Cost:** Enter the total purchase price of the complete system, including all costs associated with purchasing and installing the solar energy system on the line next to Cost of System. Do not deduct any amount you expect to receive from this or any other Energy Commission funding award program. Attach a copy of the final purchase invoice sufficiently itemized to identify system component and installation costs eligible for program funds, or attach an itemized list of eligible component costs and installation charges consistent with the final purchase invoice.
- **Eligible System Cost:** Enter the total of eligible system costs identified on the invoice or otherwise itemized on the line next to Eligible System Cost. The "Eligible Costs" section of this *Guidebook* provides a listing of purchase and installation costs that may be offset by a funding award payment. Do not deduct any amount you expect to receive under this or any other Energy Commission funding program.
- **Funding Award Payment:** The Energy Commission will determine the amount of the funding award payment your system is eligible to receive based on the information provided on this form and the supporting documentation submitted with the form. This amount will be paid to the payee designated in Section 1. You may, however, wish to enter (on the line labeled "Funding Award Payment") the amount of funding award you are anticipating based on the available funding award level, caps on funding award amounts, the eligible costs of your system and the number of systems installed at your location. Note: For multi-unit system applications - single solar water heating systems serving 5 or more single family dwellings or separate business units – or applications for multiple systems at one or more locations, you may enter the expected maximum funding award payment. See the "Amount of Funding Awards" section of this *Guidebook*.

Submitting a Reservation Request

Once a valid purchase order or letter of intent has been obtained by the retailer or purchaser, the Reservation Request Form, along with all required ~~and~~ supporting documentation, can be submitted to the ~~California Energy Commission~~ Energy Commission. **It is preferred and suggested that the form be delivered by FAX to (916) 653-9662.** If sent by mail, it should be addressed to:

Solar Energy and Distributed Generation Grant Program

California Energy Commission, Accounting Office

1516 - ~~9th~~-Ninth Street, MS-2

Sacramento, CA 95814-5512

To be accepted and processed, the form **must** be complete. A complete application must include ~~and accompanied by~~ a copy of a valid purchase order or letter of intent, ~~and~~ the STD 204, Vendor Data Record (if necessary), and in the case of multiple systems or multi-unit system applications, a listing indentifying each single family dwelling and/or separate business unit address and curent occupant to be served by the system/s. The Energy Commission will promptly review the application for completeness and the eligibility of the proposed system. Accepted applications will be processed on a first-come, first-served basis.

Reservation Request Forms will not be processed if they are not complete, legible, ~~or~~ and accompanied by the supporting documentation. *Incomplete applications will be returned to the applicants within 15 days of receipt. An applicant may resubmit a complete application* ~~In this case the Commission will request the needed information in order to process the application and will provide the submitting party 15 days in which to respond with the information. If the information is not submitted within this time the Reservation Request Form will be returned to the submitting party and not processed further unless resubmitted~~ with the required information **before** expiration of the solicitation. No funding award money will be reserved until the ~~Energy Commission~~ Energy Commission receives all documentation required ~~in~~ for a complete application. ~~the Reservation Request Form.~~

If the reservation request is approved, the ~~Commission~~ Energy Commission will send the applicant or submitter a CEC-1345C, Reservation Confirmation, Funding Award Claim and Reservation Assignment Form, with the Reservation Confirmation portion of this form completed. The CEC-1345C will be sent either by telefax or by mail.

How to Claim A Funding Award Reservation

Once an eligible solar energy or battery backup system has been purchased and installed, a claim for payment of the appropriate funding award amount can be made. To claim a reserved funding award payment, use Form CEC-1345-C, Reservation Confirmation, Funding Award Claim and Reservation Payment Assignment Form. You

will already have this form since it was sent to you with the Reservation Confirmation portion completed to confirm the amount of the funding award reserved for your system. A blank copy of this form is included with this *Guidebook*.

Instructions for Completing the Funding Award Claim Portion of CEC-1345-C Form

1. Both retailer and purchaser must read, sign and date the Funding Award Claim portion of the CEC-1345-C. If the purchaser alone applied for and is to receive the funding award, only the purchaser need sign the Funding Award Claim.
2. Any changes or modifications to the information provided on a previously submitted Reservation Request Form (CEC-1345-B-SE) must be noted in the space provided. If additional space is required to note changes or modifications, additional pages can be attached to this form. If changes or modifications are noted, the applicant must also attach a new Reservation Request Form containing the corrected information. Changes or modifications may affect applicant or system eligibility or affect the amount of the funding award.
3. A copy of the building permit required for the installation of the system that **which** shows the final inspection sign-off must also be submitted with this form. The name and address on the building permit must match that shown on the Reservation Confirmation previously granted for this system and sent to the applicant. If the system's installation is exempt from the permitting requirements of the applicable local building department or jurisdiction, provide a letter from the local building department or jurisdiction verifying the exemption.
4. A copy of the final sales invoice showing actual price paid by the purchaser for the installed system, that itemizes the major components giving manufacturer name, model number and quantity, must accompany this form. If the itemized costs indicated in the final purchase invoice are different than those shown on the **any** purchase order or letter of intent previously submitted with the **a** Reservation Request Form, please explain the difference. Actual price paid for eligible system components or installation may affect the calculation of the funding award amount.
5. A copy of a recent utility bill for electrical distribution service to the address of the installed system must also be submitted with this form to verify electrical service and grid interconnection at the premises of the installation.
6. A copy of the systems warranty(s) must also be submitted with this form.

Submitting a Funding Award Claim

The completed claim form must be submitted to the Energy Commission's Accounting Office by hand or by mail by 5:00 p.m. on or before the date specified in your funding award reservation, together with copies of the final signed-off building permit or permit exemption letter, final invoice, proof of warranty and utility bill. **Claim forms that are not complete, legible or received by the date specified in the ~~your~~ funding award reservation will be returned to the applicant ~~you~~ along with a written notice stating the reasons why your claim was rejected.** All required forms and supporting documentation shall be submitted to:-

Solar Energy and Distributed Generation Grant Program

California Energy Commission, Accounting Office
1516 ~~9th~~ Ninth Street, MS-2
Sacramento, CA 95814-5512

Except as noted, the required forms can not be submitted by telefax as original signatures are required to process funding award payments. If necessary to verify compliance with the expiration date of a reservation, completed claim forms may be submitted by telefax to (916) 653-1435, provided the original forms are subsequently submitted by hand or by mail.

The ~~Energy Commission~~ Energy Commission intends to make funding award payments within 45 days of receipt of a completed claim form. Payment will be made to the retailer or purchaser, as designated on the Reservation Request Form (CEC-1345-B-SE), and will be mailed to the address provided by the recipient on the STD-204 Vendor Data Record (~~Form STD-204~~), which they previously submitted to the ~~Energy Commission~~ Energy Commission, unless payment is assigned to a third party as provided below.

Also, forward the original Reservation Request Form with the original signatures on it to the ~~Energy Commission~~ Energy Commission's Accounting Office if this original form was not submitted at the time of your initial application (i.e. if you submitted your initial Reservation Request Form by telefax.)

How to Make a Reservation Assignment

Applicants who have been issued a funding award reservation may assign their right to receive the funding award payment to a third party by completing the Reservation Payment Assignment portion of the CEC-1345-C form. Within 45 days of receipt of this form and the supporting documentation, the ~~California Energy Commission~~ Energy Commission will process payment for the third party, provided all forms and required attachments have been submitted before the reservation period expires.

Instructions for Completing the Reservation Payment Assignment Portion of CEC-1345-C Form

1. Print the name of the designated payee (purchaser or retailer originally identified on the Reservation Request Form) on the top line.
2. Print the name and address of the third party that the funding award payment is being assigned to.
3. The original designated payee must date and sign on the lines provided at the bottom of the form.

STD 204, Vendor Data Record Form

The Vendor Data record needs to be filled out by the party that will be receiving the funding award payment. If the retailer is to receive the funding award payment, this form should contain the information pertaining to the retailer. If the purchaser is to receive the funding award payment, this form should contain the information pertaining to the purchaser.

As stated on the reverse side of the Vendor Data Record Form (STD 204):

"The State of California requires that all parties entering into business transactions that may lead to payment(s) from the State must provide their Taxpayer Identification Number (TIN) as required by the State Revenue and Taxation Code, Section 18646 to facilitate tax compliance enforcement activities and to facilitate the preparation of Form 1099 and other information returns as required by the Internal Revenue Code, Section 6109. The TIN for individuals and sole proprietorships is the Social Security Number (SSN)."

Because the California Energy Commission issues checks to retailers and purchasers participating in the Solar Energy and Distributed Generation Grant Program, it is required to collect taxpayer identification information on the payee, that is, the party that will receive the check. Customers participating in this grant Program may wish to consider the possibility of designating the retailer as the payee in order to mitigate potential income tax implications. If you have any questions about this form, please contact the Franchise Tax Board at 1-800-852-5711.

Instructions for Completing STD 204, Vendor Data Record Form

1. **Return Form To** — [Already completed by the California Energy Commission
2. **Vendor Information** - Please enter your business name and address; if you are a sole proprietor, enter the owner's full name. If you are a purchaser requesting

the funding award payment in your name, enter your name and address instead of the retailer's.

3. **Vendor Entity Type** - Please check the box corresponding to the appropriate entity type. If you are a purchaser requesting the funding award payment in your name check the box appropriate for you rather than the retailer.
4. **Vendor's Taxpayer ID Number** - Please enter your federal ID number. If you are an individual/sole proprietor, please enter your social security number. If you are a purchaser requesting the funding award payment in your name enter your federal ID number or social security number rather than the retailer's.
5. **Vendor Residency Status** - Please check the appropriate box corresponding to your residency status. If you are a purchaser requesting the funding award payment in your name check the box appropriate for you rather than the retailer.
6. **Registering Signature** - The registration must be signed by an authorized representative or officer such as the Chief Executive Officer or Chief Financial Officer if the vendor or purchaser is a corporation, or by the business owner or purchaser, if you are a sole proprietor or individual.

Note: If the party designated as the "payee" on the Payment Application Form (CEC-1345-A-SE) or the Reservation Request Form (CEC-1345-B-SE) has previously submitted a STD 204, Vendor Data Record Form, and been assigned a "Payee ID #" by the Energy Commission, there is no need to complete or submit a second STD 204 Form.

Forms

Blank forms are provided as follows:

- CEC-1345-A-SE, Payment Application Form
- CEC-1345-B-SE, Reservation Request Form
- CEC-1345-C, Reservation Confirmation, Funding Award Claim, and Reservation Payment Assignment Form
- STD 204, Vendor Data Record Form

Minor revisions have been made to forms CEC-1345-A-SE, CEC-1345-B-SE, and CEC-1345-C, consistent with the changes noted in the "Forms and Instructions" section of this Guidebook. Since these revisions are minor, the revised forms are not included with this document